INGHAM INTERMEDIATE SCHOOL DISTRICT WEBSITE ACCESSIBILITY

Ingham Intermediate School District (“the ISD”) recognizes the importance of ensuring accessibility of its websites for students, prospective students, employees and the ISD’s guests with disabilities.

Website Accessibility Compliance Standards

With regard to the ISD’s websites and any information provided through the ISD’s websites (“Online Content”) which is developed by, maintained by, or offered through a third-party vendor or by open sources, the ISD is committed to compliance with the provisions of Section 504 of the Rehabilitation Act of 1973 (Section 504), 29 U.S.C. § 794, and its implementing regulation at 34 C.F.R. Part 104, and Title II of the Americans with Disabilities Act of 1990 (Title II), so that students, prospective students, employees and the ISD’s guests with disabilities are able to acquire the same information, engage in the same interactions and enjoy the same benefits and services within the same timeframe as their nondisabled peers with substantially equivalent ease of use; that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any of the ISD’s programs, services and activities delivered online as required by Section 504 and Title II.

The ISD will adhere to the applicable and existing standards for website accessibility, including the World Wide Web Consortium’s (W3C’s) Web Content Accessibility Guidelines (WCAG) 2.0 Level AA, Student Online Personal Protection Act (SOPPA) and the Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) 1.0 for web content, or other standard or combination of standards that will render the Online Content accessible. In the event that the standards, laws and/or regulations change, the ISD will conform its policies and procedures to meet the change in the standards, laws and/or regulations.
**Website Accessibility Coordinators and Training**

The Website Accessibility Coordinators for the ISD are:

Director, Public Relations and Communications  
2630 W. Howell Red, Mason, MI 48854  
517-244-1212

Executive Director, Information Technology Services  
2630 W. Howell Red, Mason, MI 48854  
517-244-1278

The Website Accessibly Coordinators will be responsible for the coordination and implementation of the Website Accessibility Policy, and all other requirements relating to accessibility of the ISD’s websites. The Website Accessibility Coordinators will undergo annual training (along with any other staff responsible for creating or distributing information with Online Content) on the Website Accessibility Policy and their roles and responsibilities to ensure that web design, documents and multimedia content are accessible. The training will be facilitated, in whole or in part, by an individual with sufficient knowledge, skill, and experience to understand and employ the technical standard(s) adopted by the ISD.

With regard to staff who have already been fully trained at least once on the Web Accessibility Policy, the annual training requirement can be satisfied by disseminating notice that includes the Web Accessibility Policy (e.g., via email with a link to the Website Accessibility Policy), highlights any Website Accessibility Policy updates, and provides the Web Accessibility Coordinators’ names, phone numbers, and email addresses, with a notation that they serve as a resource for staff with questions about the accessibility of Online Content.

**Accessibility Complaints**

Students, prospective students, employees and the ISD’s guests with disabilities may report violations of the technical standard(s) used by the ISD, file a formal complaint through the ISD’s Section 504 and Title II grievance procedure (through the ISD’s Section 504 Coordinator), and/or contact the Web Accessibility Coordinators with any accessibility concerns. Website accessibility complaints regarding the inaccessibility of Online Content should include:

- Name of complainant
- Contact information of complainant (telephone number and email address)
- Date of complaint
- Description of the problem encountered
- Web address or location of the problem page
- Solution desired
Complaints shall be submitted in writing, via email, or by online form. Complaints shall be automatically routed to the Website Accessibility Coordinators. One of the Website Accessibility Coordinators or their designees shall contact the Complainant within five (5) business days. If the information cannot be made accessible, the information shall be provided by equally effective alternate access unless it results in fundamental alteration or undue financial and administrative burden. Records of each complaint, correspondence and resolution shall be maintained by the Website Accessibility Coordinators.

Complaints filed through the ISD’s Section 504 and Title II grievance procedure shall be filed with the ISD’s Section 504 Coordinator:

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<th>Executive Director, Student Support Services</th>
<th>Assistant Superintendent, Human Resources and Organizational Development</th>
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<td>2630 W. Howell Red, Mason, MI 48854</td>
<td>2630 W. Howell Red, Mason, MI 48854</td>
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<td>517-244-1263</td>
<td>517-244-1289</td>
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If a Complaint is filed through the ISD’s Section 504 Coordinator, a copy of the Complaint shall also be provided to the Website Accessibility Coordinators.

**Accessibility Audit**

An accessibility audit (Audit) will be completed initially after implementation of the Website Accessibility Policy and thereafter quarterly under the direction of the Web Accessibility Coordinator, during which information provided by the ISD through its Online Content is measured against the technical standard(s) adopted in the Web Accessibility Policy. All problems identified through the Audit will be documented, evaluated, and, if necessary, remediated within a reasonable period of time.

The ISD makes no assurances regarding the accessibility of any content or open source software that is posted, hosted or offered on the ISD’s websites by an individual or entity outside of the control of the ISD. The ISD will take all steps reasonably calculated to prevent an individual or entity outside of the control of the ISD from posting inaccessible content on the ISD’s websites, and agrees to promptly remove any inaccessible content once the ISD becomes aware of such content.
Accessibility of Third-Party Sites

Some of the pages on the ISD websites contain links to third-party sites. The ISD is not responsible for the Online Content or accessibility of third-party sites, which do not relate to the ISD’s programs, services and activities. The ISD makes no assurances regarding the accessibility of any Online Content that is posted, hosted or offered on the ISD’s websites by an individual or entity outside of the control of the ISD.

Fundamental Alteration or Undue Financial and Administrative Burden

The ISD, in providing equally effective alternate access, shall take any actions that do not result in a fundamental alteration or undue financial and administrative burdens, but nevertheless ensure that, to the maximum extent possible, individuals with disabilities receive the same benefits and services as their nondisabled peers. In those circumstances where the ISD’s Web Accessibility Coordinators believe that the proposed action would fundamentally alter the service, program, or activity would result in undue financial and administrative burdens, the ISD has the burden of proving that compliance would result in such alteration or burdens. The decision that compliance would result in such alteration or burdens must be made by the Superintendent or his or her designee after considering all resources available for use in the funding and operation of the service, program or activity and must be accompanied by a written statement of the reasons reaching that conclusion.

If an action would result in such an alteration or such burdens, the ISD shall take any other action that would not result in such an alteration or such burdens but would nevertheless ensure that, to the maximum extent possible, individuals with disabilities receive the benefits and services provided by the ISD.

POLICY

Adopted: August 15, 2017